

GLENFOREST SECONDARY SCHOOL – STUDENT SERVICES POLICY AND PROCEDURES FOR APPLICATIONS TO “NON-ONTARIO” UNIVERSITIES & COLLEGES

The Student Services Department at Glenforest Secondary School has a mandate to assist all students to graduate with an Ontario Secondary School Diploma. In addition, the mandate includes assisting students to transition to post secondary destinations in Ontario which include universities (OUAC), colleges (OCAS) or the world of work.

OUT OF PROVINCE UNIVERSITIES & COLLEGES

Student Services will assist the student in their applications by providing all of the educational documents the student requires. (transcripts of grades, letters of attendance, etc.). The student is responsible to investigate and complete all requirements for admission.

AMERICAN COLLEGES & UNIVERSITIES

The student is solely responsible for:

- investigating (Common Application Process) and completing all the requirements for admission.
- learning about the difference between early and regular decision with the Common Application and selecting the appropriate application method.
- researching and completing all standardized tests (for example SAT).

***Student Services will provide the following services for American application students
(note: IB students have to be up to date on EE and CAS):***

- Student Services will hold a meeting with all interested students.
- Student Services will relay all the information on file about applying to the USA at a meeting with students.
- Student Services will create and maintain an email distribution list to communicate with students.
- Student Services will provide counsellor contact information for the student to complete the Common Application.
- Student Services will upload any academic transcript information required by the Common Application.
- Student Services will complete, on the Common Application, the portion addressed to the “Secondary School Counsellor” after being invited by the applicant (student).

Please note:

- The school does NOT class rank.
- The school does NOT create GPA's.
- The school counsellor will confer with teachers of the student to complete the “ratings” and “recommendation” part of the application.
- The school will NOT be completing the student evaluation part of the application. “I do not have sufficient personal knowledge of this student” will be ticked.

